



**CARDIFF AND VALE OF GLAMORGAN REGIONAL
SAFEGUARDING BOARD**

INDUCTION PACK



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WELCOME

We are very pleased to welcome you to the Cardiff & Vale of Glamorgan Regional Safeguarding Boards (C&V RSB). This induction pack has been designed to provide new Board and Sub Group members with an introduction to their roles and responsibilities and to provide an overview of the functions of the Safeguarding Boards.

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.

The Social Services and Well-being (Wales) Act 2014 introduces a strengthened, robust and effective partnership approach to safeguarding.

One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

Board and sub group members play a vital role on behalf of their organisations in safeguarding both children and adults.

We hope that you find this pack useful, and look forward to working with you.

Claire Marchant

Co-Chair of Cardiff & Vale

Safeguarding Boards



Lance Carver

Co-Chair of Cardiff & Vale

Safeguarding Boards

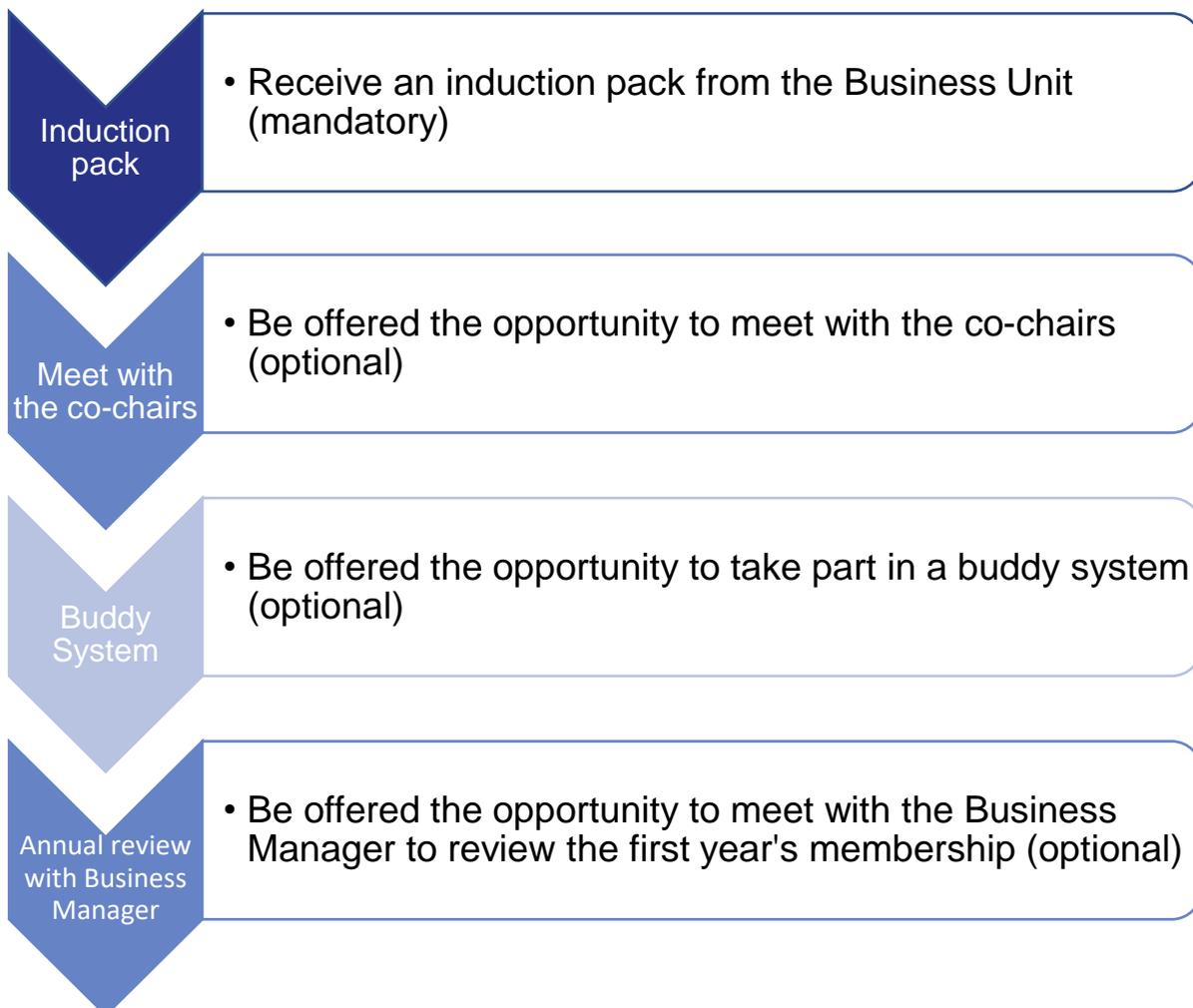


INDUCTION PROCESS

Chapter 2 of the Guidance published under [Part 7 of the Social Services and Wellbeing \(Wales\) Act 2014](#) provides Safeguarding Board partners information on its effective operation and the functions it is required to undertake. A Board is expected to provide new appointees with a statement of the expectations and commitment required of a Board member and induction into the functions and governance of the Board.

This is essential to ensure Safeguarding Board members are clear on their accountability to their agencies and to the Board as a whole fulfilling their collective responsibility. Each Safeguarding Board partner must take all reasonable steps to ensure that the Safeguarding Board on which it is represented operates effectively.

In line with this requirement, the Cardiff & Vale Regional Safeguarding Boards have the following induction process for all new members of the Board and sub groups.



OUR MISSION STATEMENT

Cardiff and Vale of Glamorgan Regional Safeguarding Boards will ensure that effective arrangements are in place to protect children and adults who have care and support needs within the region who are experiencing, or are at risk of abuse, neglect or exploitation.

The Board will provide the overall responsibility for challenging agencies to ensure effective measures are in place to protect and prevent.

To achieve these aims the Boards will:

- Promote the development of strategies to prevent risk effectively
- Ensure that agencies are able to challenge themselves and partners in delivering their individual and shared accountability for safeguarding effectively
- Ensure that the voice of the person is heard and recognised in its deliberations
- Promote a culture of critical analysis and review to ensure that lessons are learned when people suffer harm because of gaps in policy, systems or practice

WHAT IS SAFEGUARDING?

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers. One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can to ensure that children and adults at risk are protected from abuse.

Safeguarding children and young people includes:

- to protect children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- to prevent children within its area from becoming at risk of abuse, neglect or other kinds of harm

Safeguarding adults includes:

- protect adults in its area who have needs for care and support (whether or not a local authority is meeting any of those needs), and
- are experiencing, or at risk of, abuse or neglect, and
- prevent those adults within its area mentioned above from becoming at risk of abuse or neglect.

INTRODUCTION TO CARDIFF AND VALE OF GLAMORGAN REGIONAL SAFEGUARDING BOARD

The Cardiff and Vale Regional Safeguarding Board (C&V RSB) is a multi-agency partnership which has the responsibility to protect from, and prevent the abuse of children, young people and adults at risk in Cardiff and the Vale of Glamorgan.

C&V RSB is a combined Board where both children and adults safeguarding is at the centre of the work during C&V RSB meetings. The Board brings together representatives of each of the main agencies and professionals responsible for safeguarding children and adults in need of care and support in our region.

Membership details of the Safeguarding Children and Adults Boards can be accessed from the following links:

<https://www.cardiffandvalersb.co.uk/children/about-the-rscb/board-members-structure/>

<https://www.cardiffandvalersb.co.uk/adults/about-us/board-members/>

A Safeguarding Board has a number of functions that can be found in the Social Services and Well-being (Wales) Act 2014 – [Working Together to Safeguard People: Volume 1 – Introduction and Overview](#).

As outlined in the Social Services and Well-being (Wales) Act 2014 – Working Together to Safeguard People guidance, the objectives of a Safeguarding Children Board are:

- a) to **protect** children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- b) to **prevent** children within its area from becoming at risk of abuse, neglect or other kinds of harm.

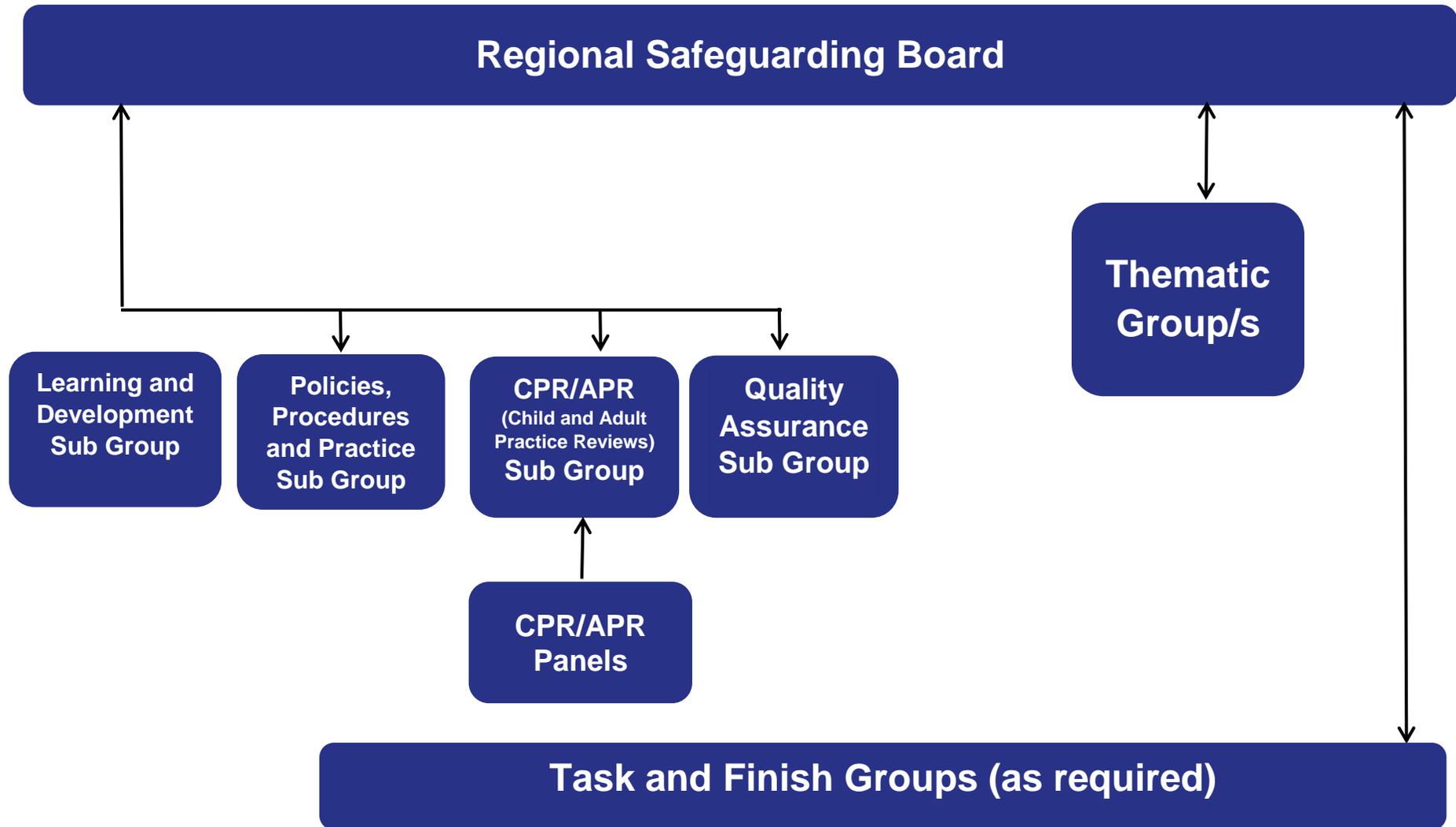
As outlined in the Social Services and Well-being (Wales) Act 2014 – Working Together to Safeguard People guidance, the objectives of a Safeguarding Adults Board are:

- a) to **protect** adults within its area who have needs for care and support (whether or not a local authority is meeting any of those needs) and are experiencing, or are at risk of, abuse or neglect
- b) to **prevent** those adults within its area mentioned above, from becoming at risk of abuse or neglect

Each Regional Safeguarding Board is expecting to produce and publish an Annual Plan by 31 March. Each Regional Safeguarding Board is also expected to produce and publish an Annual Report by 31 July.

C&V RSB current annual plan and reports can be found [here](#) and [here](#).

C&V RSB STRUCTURE



ROLE PROFILE – BOARD MEMBER

Each agency has, as a member of the Board or sub group, a responsibility to promote the effective functioning of the Board.

Each agency is therefore required to make a formal commitment to the work of the Board to ensure its priorities are achieved.

All agencies and organisations providing services for children/adults with care and support needs will have in place:

- A clear commitment from senior management as to the importance of safeguarding
- A clear line of accountability within the organisation for work relating to safeguarding and performance
- Recruitment and HR management procedures that take into account the need to safeguard, including appropriate checks on new and existing staff and volunteers

Members are required to:

- Prioritise attendance at Board/sub group meetings and only in exceptional circumstances should a deputy attend. This deputy must also be in a position to make a decision on behalf of their agency/organisation
- Communicate the work of the Board/sub group within their agency/organisation in order to promote positive outcomes for children/adults at risk
- Be a Safeguarding Lead for their agency/organisation and drive the safeguarding agenda forward at all local, regional and national partnership forums
- Be able to influence strategic planning for safeguarding children/adults at risk within their own agency/organisation
- Raise awareness throughout the region of the need to safeguard children/adults at risk
- Promote the priorities of the Board and outcomes as set in the Annual Plan
- Be responsible for ensuring all staff in their agency/organisation are aware of the necessity of reporting concerns about safeguarding practice.
- Disseminate information between their agency/organisation and the Board
- Feedback to their agency/organisation the work being done by the Board
- Represent the Board on other forums and strategic partnerships
- Participate or identify an individual from their agency/organisation to participate in Sub Groups, Task & Finish Groups and other consultation processes
- Ensure the implementation of their own agencies/organisations action plans in relation to CPR/APR's
- Bring to the attention of the chair any conflict of interest between their role on the Board and their own agencies/organisations responsibilities
- Bring to the attention of the chair any concerns arising from the handling of a case or cases that have been raised by a member of their agency/organisation

- Report any issues or concerns in their individual organisation to the Board routinely under the hot topics item on the agenda
- Contribute to the development of the Board's Annual Plan and Annual Report
- Comply with and support any audit undertaken on the effectiveness of the Board or safeguarding practice within their agency/organisation
- Maintain up to date knowledge of safeguarding issues, undertaking personal training as required

Print name: _____

Sign: _____

Date: _____

Please sign, scan and send back to CardiffandValeRSB@cardiff.gov.uk

C&V RSB SUB GROUPS

QUALITY ASSURANCE SUB GROUP

The group meets quarterly to quality assure the performance and work undertaken by partner agencies to safeguard and promote the welfare of adults at risk across the region.

The group's Terms of Reference can be found here ([hyperlink](#))

LEARNING AND DEVELOPMENT SUB GROUP

The group meets quarterly to ensure there is a clear process for managing the identification of learning and development needs and the evaluation of multi-agency safeguarding training to ensure it is consistently meeting regional needs.

The group's Terms of Reference can be found here ([hyperlink](#))

POLICIES, PROCEDURES AND PRACTICE SUB GROUP

The group meets quarterly and is responsible for developing, reviewing and updating policies, and procedures in order to inform practice and to co-ordinate what is done by each representative body to safeguard children and adults at risk.

The group's Terms of Reference can be found here ([hyperlink](#))

Current Policies, Procedures and other resources can be found here ([hyperlink](#))

CPR/APR SUB GROUP

The group meets quarterly to review CPR/APR referrals and decide whether they meet the criteria for a review. The group also monitors ongoing reviews and ensures learning from completed reviews is shared effectively.

The group's Terms of Reference can be found here ([hyperlink](#))

THEMATIC SUB GROUP

Thematic groups are set up in response to particular safeguarding issues the Board feels it needs to address.

Sub group role profiles can be found within the individual terms of reference documents.

THE BUSINESS UNIT

The Business Unit supports the Board to deliver its safeguarding responsibilities. The team deals with the day to day business in relation to the Boards core functions and provides administrative and organisational support for activities associated with the sub groups of the Board.

The Business Unit is the central point of co-ordination for the work of the Board and is responsible for the website www.cardiffandvalersb.co.uk

Contact Details:

Cardiff and Vale RSB Business Unit
Room 342
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Telephone: 02922 330880

Email: cardiffandvalersb@cardiff.gov.uk

CONFIDENTIALITY STATEMENT

The Board is convened under Social Services and Wellbeing (Wales) Act 2014 and will conform to equal opportunities and anti-discriminatory legislation and guidance. All people attending must respect the confidentiality of the issues discussed and in particular where case examples are discussed: these issues are confidential and should not be disclosed to other people without the expressed permission of the Chair.

It is noted that for wider learning, information discussed at the Board does need to be shared within the wider community but this must always be done retaining anonymity in relation to named individuals, services or agencies. Where Board members are uncertain as to what can be shared this needs to be determined at the Board and agreed as part of the minutes.

It is recognised that, where there are issues relating to clinical and professional accountability, then individual Board members may need to raise this within the agency they represent. It is expected that where this situation arises it will be raised and agreed by the Board as part of the business of that meeting.